

DUTY STATEMENT

DS 3022 (1/2015)

**DEPARTMENT OF DEVELOPMENTAL SERVICES
INFORMATION TECHNOLOGY DIVISION
ELECTRONIC VISIT VERIFICATION****DUTY STATEMENT****JOB TITLE:** Information Technology Specialist II**POSITION #:** 472-503-1414-908**WORKING TITLE:** I.T. Project Manager & Business Analyst **EMPLOYEE:** TBD

POSITION DESCRIPTION: Under the general direction of the Information Technology Portfolio Planning Management Branch Chief, the incumbent is responsible for project management activities, and the state's Project Approval Lifecycle (PAL) functions. The incumbent independently performs the most complex business process analysis and problem-solving. Tasks assigned to this level require an in-depth and broader understanding of problem identification, analysis and resolution. The incumbent acts primarily as a business and information systems lead person, working with staff during the planning, design, testing, implementation, and maintenance phases of the most complex applications and projects involving multiple agencies. The incumbent works closely with program management, subject-matter experts, external partners (i.e. control agencies and other stakeholder departments and agencies) and technical staff to: capture business requirements; document business processes and workflows; and facilitate communication. The incumbent also creates a training needs analysis strategy, in order to develop appropriate training materials to address knowledge and skill set gaps in moving to the new environment. In addition, the incumbent participates in the most complex assessment and testing of applications to ensure functionality is validated. The incumbent works well in a politically charged environment and communicates appropriately to technical staff, program staff, senior stakeholders, advisory agencies and control agencies.

DOMAINS: Business Technology Management:	moderate skills
Client Services:	critical skills
Information Security Engineering:	moderate skills
IT Project Management:	critical skills
Software Engineering:	moderate skills
System Engineering:	moderate skills

SUPERVISION EXERCISED: None

SUPERVISION RECEIVED: Under the general supervision of the Information Technology Division Portfolio Planning Management Branch Chief (Information Technology Manager I).

EXAMPLES OF DUTIES:Essential Job Functions:

50% Analyze business processes and opportunities for the Department. Define, document and validate essential business requirements involving the most complex projects. Develop templates and tools to assist business and IT staff in developing requirement specifications. Create project plans, status reports, and statements of work, and purchasing /acquisition

documentation (request for information, proposal and offer). Complete State Project Approval Life Cycle Documents as required. Complete other project related documents as required by the project. Research solutions implemented at other departments that address similar business needs. Develop solution alternatives and present findings to DDS executives.

- 20% Analyze new system/application training needs and develop appropriate training materials to address knowledge and skillset gaps in moving to new environments; assist in providing training for system users. Assist technical staff with support as appropriate: test program changes during unit, system and integration testing; define workflow changes and develop and distribute updated information.
- 15% Develop information processing standard test scenarios and lead selected testers through system user acceptance testing and testing of new system functionality. Act as lead person provide technical assistance in training, mentoring, and coaching professional and technical staff.

Marginal Job Functions:

- 10% Facilitate effective modifications to current practices, working as a technical liaison capacity with other partner departments. Coordinate with staff members on special projects, gathers data and prepares reports. Provide back-up support to other team members in their absence.
- 5% Complete other required duties within the scope of this position.

WORKING CONDITIONS:

- Open-spaced partitioned offices
- Prolonged periods on a personal computer up to 90% of the time
- Occasional required to move and transport objects weighing up to 25 pounds
- Occasional travel of up to 5% for overnight or day trips for covered California locations or, may be required to sit in another location besides DDS as part of a multi-agency team.

DESIRABLE QUALIFICATIONS:

Principles and practices of supportive staff services; Department goals and policies. Principles and practices of business analysis. Knowledge of California's Statewide Information Management Manual (SIMM) and Project Approval Lifecycle (PAL). Familiarity with the federal Cures Act and the resulting general requirements for implementing Electronic Visit Verification. Knowledge of California Medicare Management Information Systems (CAMMIS) project. Knowledge of and experience working with Center for Medicare and Medicaid Services (CMS). Knowledge of California Project Management Framework (CA-PMF). Project Management Professional (PMP) Certification.

Strong communication skills, both written and oral. Can work effectively with a variety of audiences in a politically charged environment.

Develop and maintain cooperative and harmonious relationships with department staff, regional centers, and developmental centers; analyze situations accurately and take effective action; speak and write effectively; reason logically; analyze data and present ideas and information effectively.

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Take initiative to address critical issues when identified without requiring direction.

CERTIFICATION OR LICENSE: Project Management Professional certification desirable.